**Call in number: 704-444-0505**

**Conference Code:** **28745768**

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**Subject: Executive Board Meeting**

**Date: September 6, 2018**

**Time: 12:00 PM – 1:00 PM**

**Present: Sandy Fogg, Lara Bailey, Patty Quinn, Ben Sprague, Derick Roma, Betsy Bosiak**

Executive Board Meeting

Meeting called to order 12:16.

**Fall Forum 2018: Derrick Roma**

1. What constitutes our Executive Board according to our bylaws?
2. Does this include only Committees referenced?

c. Are Committee Chairpersons eligible for reimbursement?

It was noted that the Executive Board is constituted of the Elected Officers and the Committee Chairpersons.

Lara discussed that the original intent was to include the E-Board to encourage attendance at the Forums.

It was discussed that there were people on the Forum Committee that were not on the E-Board, but were participating in the Forum planning, etc. Each person should be considered on a case-by-case basis.

Patty noted that we want NHDOT to be part of the Forums but DOTs don’t always reimburse for attending these events. Should limits be set for difference because of employer reimbursement. It should be handled on a case by case.

Derrick suggested as a recap the hosted forum be handled different than a traveled forum as it is chapter sponsored.

Lara expressed that anybody in the chapter that volunteers should not pay for their registration. The President may have other expenses paid for.

Betsy expressed the discussion should focus on this forum that we are hosting. She noted that E-Board members were always reimbursed for Forum registrations. Betsy polled to determine which E-Board or Committee Members would be paying out of Pocket without company sponsorship. They included: Derrick, Lara, Betsy, Trish and Ashley.

The registration fee is $195.00 for attending both Thursday and Friday. Betsy noted that the cost would be approximately $1,000.00 for the Chapter to sponsor these members. It was also discussed that the Chapter should contribute toward hotel expenses for Trish as President for Wednesday, Thursday and Friday nights and for reasonable mileage to and from the Forum at the IRS rate of .545 cents/mile.

**Betsy motioned to have the Chapter sponsor registration fees for both Thursday and Friday for Committee Members and E-Board Members; hotel costs for Trish on Wednesday, Thursday and Friday nights and reasonable mileage for Trish to and from the Forum at the IRS rate. Lara seconded the motion. The motion passed.**

**Other Business:**

Ben discussed cancelling Course 431 due to the lack of participants (only one person has registered).

**Betsy motioned to cancel Course 431, Sandy seconded the motion. The motion passed.**

Ben will notify the member who registered so they may attend another course.

Lara discussed that Course 604 only has one person registered. She will complete more research to determine if the course should be cancelled. She noted that she recently learned that Delaware was offering all the 600 courses in November. Sandy suggested cancelling the class if only one person had registered with Derrick and Betsy agreeing.

Patty noted that there were 9 confirmed registrants for Course 218. Derrick noted that they had 70 participants registered for the Appraisal Seminar.

Lara noted that Course Coordinators had to renew their certification and that anyone could take the class to become a course coordinator.

**Lara motioned to adjourn, Betsy seconded the motion. The motion passed.**

Ben adjourned the meeting at 12:56 PM.

Respectfully submitted,

Betsy Bosiak

Recording Secretary